



MANAGING PERFORMANCE

REPORTING SYSTEM STRUCTURE

- Construct system with Performance Measures in Mind
 - Capture information in timely and efficient manner
 - Verify data to ensure data integrity
 - Utilize information to maintain performance standards

INFORMATION EXCHANGE

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graph LR; A[WIA GRANT RECIPIENT/ WIB] -- Performance Standards --> B[YOUTH VENDORS]
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**WIA GRANT
RECIPIENT/
WIB**

Performance
Standards

**YOUTH
VENDORS**

INFORMATION EXCHANGE

➤ PERFORMANCE STANDARDS

- Educate and inform
 - Vendors
 - Case managers
- Incorporated into RFP
- Clearly Defined

INFORMATION EXCHANGE



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graph LR; A[WIA GRANT RECIPIENT/ WIB] -- "Performance Standards" --> B[YOUTH VENDORS]; B -- "Participant Information" --> A;
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The diagram illustrates the flow of information between two entities. On the left is a box labeled 'WIA GRANT RECIPIENT/ WIB'. On the right is a box labeled 'YOUTH VENDORS'. Between them are two horizontal arrows. The top arrow points from the left box to the right box and is labeled 'Performance Standards'. The bottom arrow points from the right box to the left box and is labeled 'Participant Information'.

**WIA GRANT
RECIPIENT/
WIB**

Performance
Standards



Participant
Information



**YOUTH
VENDORS**

INFORMATION EXCHANGE

➤ PARTICIPANT INFORMATION

- Required Element Participation
- Youth Goal Information
 - Type of Goal
 - Relevant Dates
 - Date set
 - Planned attainment
- Stipulated Clearly in Contract
 - What
 - When

HCETC MIS DEPARTMENT - MOSES SYSTEM YOUTH GOALS FORM

BASIC INFORMATION

Organization:			
Staff Name:			
Date Completed:			
Participant Name:			
Participant SSN#:			
Check if New Enrollment	<input type="checkbox"/>		

GOAL NUMBER 1

Goal Summary:			
Type Of Goal: (Choose One Only)	Basic Skills: <input type="checkbox"/> Occupational Skills: <input type="checkbox"/> Work Readiness: <input type="checkbox"/>		Date Goal Set: <input type="text"/>
Attainment: (Choose One Only)	Attained: <input type="checkbox"/> Set, But Attainment Pending: <input type="checkbox"/> Set, But Canceled: <input type="checkbox"/> Set, But Not Attained: <input type="checkbox"/>		Date Goal Attained (Plan): <input type="text"/> Date Goal Attained (Actual): <input type="text"/>

GOAL NUMBER 2

Goal Summary:			
Type Of Goal: (Choose One Only)	Basic Skills: <input type="checkbox"/> Occupational Skills: <input type="checkbox"/> Work Readiness: <input type="checkbox"/>		Date Goal Set: <input type="text"/>
Attainment: (Choose One Only)	Attained: <input type="checkbox"/> Set, But Attainment Pending: <input type="checkbox"/> Set, But Canceled: <input type="checkbox"/> Set, But Not Attained: <input type="checkbox"/>		Date Goal Attained (Plan): <input type="text"/> Date Goal Attained (Actual): <input type="text"/>

REQUIRED ELEMENTS

* Please refer to attached key definitions.	Check If Approp.	START DATE	ESTIMATED COMPLETION DATE	ACTUAL COMPLETION DATE	HOURS PER WEEK
Tutoring, Study Skills Training, Dropout Prevention Strategies:					
Summer Employment Opportunities:					
Adult Mentoring:					
Alternative Education:					
Paid And Unpaid Work Experiences:					
Community Service And Peer-Centered Activities:					
ESOL					
Comprehensive Guidance And Counseling:					

INFORMATION EXCHANGE

**WIA GRANT
RECIPIENT/
WIB**

Performance
Standards



Participant
Information



**YOUTH
VENDORS**

WIA TITLE I YOUTH - REQUIRED ELEMENTS PARTICIPATION

FY 2004

SSN	CLIENT NAME	WIA ENROLL DATE	WIA TERM DATE	REQUIRED ELEMENT	ELEMENT START DATE	ESTIMATED COMPLETION DATE	ACTUAL COMPLETION DATE	COMPLETION STATUS
Pathfinder Regional High School								
IN SCHOOL								
021-66-9645	ALDRICH, TIMOTHY	07/08/2002		COMPREHENSIVE GUIDANCE AND COUNSELING	8/27/2003	6/6/2004		Pending
				ADULT MENTORING	8/27/2003	6/6/2004		Pending
				TUTORING, STUDY SKILLS TRAINING, DROPOUT PREVENTION STRAT	8/27/2003	6/6/2004		Pending
018-68-0846	ARESENAULT, ADAM	07/07/2003		SUMMER YOUTH WORK EXPERIENCE	7/7/2003	8/8/2003	7/7/2003	Did Not Complete By Date Of Exit
				COMPREHENSIVE GUIDANCE AND COUNSELING	8/27/2003	6/17/2004		Pending
				ADULT MENTORING	8/27/2003	6/17/2004		Pending
011-72-0244	BACKUS, JONATHAN	07/01/2001		TUTORING, STUDY SKILLS TRAINING, DROPOUT PREVENTION STRAT	8/27/2003	6/17/2004		Pending
				SUMMER YOUTH WORK EXPERIENCE	7/7/2003	8/8/2003	8/8/2003	Completed Satisfactorily
				COMPREHENSIVE GUIDANCE AND COUNSELING	8/27/2003	6/17/2004		Pending
021-74-0720	BARRETT, ROSE	07/01/2001		ADULT MENTORING	8/27/2003	6/17/2004		Pending
				TUTORING, STUDY SKILLS TRAINING, DROPOUT PREVENTION STRAT	8/27/2003	6/17/2004		Pending
				SUMMER YOUTH WORK EXPERIENCE	7/7/2003	8/8/2003	8/8/2003	Completed Satisfactorily
				COMPREHENSIVE GUIDANCE AND COUNSELING	8/27/2003	6/6/2004		Pending
				ADULT MENTORING	8/27/2003	6/6/2004		Pending
				SUMMER YOUTH WORK EXPERIENCE	7/7/2003	8/8/2003	8/8/2003	Completed Satisfactorily

WIA TITLE I YOUTH - YOUTH GOALS DURING FISCAL YEAR

SSN	CLIENT NAME	WIA ENROLL DATE	WIA TERM DATE	TYPE OF GOAL	DATE GOAL SET	DATE ATTAINED PLAN	DATE ATTAINED	ATTAINMENT STATUS	GOAL DESCRIPTION
Pathfinder Regional High School									
IN SCHOOL									
021-66-9645	ALDRICH, TIMOTHY	07/08/2002		Work Readiness	7/7/2003	8/8/2003		Set, But Cancelled	Participation in WIA summer youth experience.
				Basic Skills	8/27/2003	6/6/2004		Set, But Attainment Pending	Successful completion of all academic and shop coursework during the 2003-2004 school year and receive a diploma in June 2004.
018-68-0846	ARESENAULT, ADAM	07/07/2003		Work Readiness	7/7/2003	8/8/2003	8/8/2003	Attained	Participation in WIA summer youth experience.
				Basic Skills	8/27/2003	6/17/2004		Set, But Attainment Pending	Successful completion af all academic and shop coursework during the 2003-2004 school year.
011-72-0244	BACKUS, JONATHAN	07/01/2001		Basic Skills	8/29/2001	10/15/2001		Set, But Cancelled	successfully pass the MCAS exam
				Work Readiness	7/7/2003	8/8/2003	8/8/2003	Attained	Participation in WIA summer youth experience.
				Basic Skills	8/27/2003	6/17/2004		Set, But Attainment Pending	Successful completion af all academic and shop coursework during the 2003-2004 school year.

INFORMATION EXCHANGE

**WIA GRANT
RECIPIENT/
WIB**

Performance
Standards



Participant
Information



Exiter/Outcome
Information



**YOUTH
VENDORS**

INFORMATION EXCHANGE

➤ EXITER/OUTCOME INFORMATION

- Attainment of Credentials
- Outcome at Exit info
 - Younger vs. Older Youth

HCETC MIS DEPARTMENT - MOSES SYSTEM**YOUTH OUTCOMES/ENHANCEMENT - PROGRAM EXIT FORM****BASIC INFORMATION**

Organization: _____
Staff Name: _____
Date Completed: _____
Participant Name: _____
Participant SSN#: _____

ENHANCEMENTS

Attained GED/HS Equivalency:	_____	Date of Attainment:	_____
Attained High School Diploma:	_____	Date of Attainment:	_____
Attained Credential: A or AS Diploma/Degree:	_____	Date of Attainment:	_____
Attained Credential: BA or BS Diploma/Degree:	_____	Date of Attainment:	_____
Attained Credential: Occupational Skills Cert/Credential:	_____	Date of Attainment:	_____
Attained Credential: Occupational Skills License:	_____	Date of Attainment:	_____
Attained Credential: Other:	_____	Date of Attainment:	_____

OUTCOMES/EXITS**14-18 YEAR OLD YOUTH****Positive Exits (Choose One Only)**

Unsubsidized Employment - * Complete Form: _____
Entered Military Service: _____
Entered Advanced Training: _____
Entered Qualified Apprenticeship: _____
Entered Post-Secondary Education: _____
Attending Secondary School At Exit: _____

Date of Exit: _____

Negative Exits (Choose One Only)

Cannot Locate: _____
Deceased: _____
Family Care: _____
Health Medical: _____
Institutionalized: _____
Lost Child Care: _____
Moved From Area: _____
Other, Services Not Completed: _____
Explain: _____

Date of Exit: _____

19-21 YEAR OLD YOUTH**Positive Exits (Choose One Only)**

Unsubsidized Employment - * Complete Form: _____
Entered Advanced Training: _____
Entered Post-Secondary Education: _____

Negative Exits (Choose One Only)

Cannot Locate: _____
Deceased: _____
Family Care: _____
Health Medical: _____
Institutionalized: _____
Lost Child Care: _____
Moved From Area: _____
Other, Services Not Completed: _____
Explain: _____

*** IMPORTANT**

A "MOSES SYSTEM EMPLOYMENT DOCUMENTATION FORM" MUST BE COMPLETED AND SUBMITTED TO
HCETC FOR ALL PARTICIPANTS WITH A POSITIVE EXIT OF "UNSUBSIDIZED EMPLOYMENT".

INFORMATION EXCHANGE

**WIA GRANT
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Performance
Standards



Participant
Information



Exiter/Outcome
Information



**YOUTH
VENDORS**

WIA TITLE I YOUTH - TERMINATED PARTICIPANTS

EXITED YOUTH FOLLOW-UP SUBMISSION LOG

Nov-03

SS NUMBER	PARTICIPANT NAME	PROGRAM ENROLL DATE	PROGRAM TERM DATE	ENTERED EMPLOYMENT DATE	OUTCOME	PHONE #	EXITED YOUTH FOLLOW-UP FORM SUBMITTED	CHECK IF NO CONTACT FOR 3 MONTHS (FOLLOWUP DISCONTINUED)
HOLYOKE PUBLIC SCHOOLS								
IN SCHOOL								
	AGUDELO, JAMES	7/1/01	5/30/03		Entered Military Service	(413) 535-2034		
	AGUILERA, JESUS	12/1/01	5/22/03		Attending Secondary School at Exit	(413) 598-8241		
	ARROYO, ANGEL	7/7/00	6/30/03		Attending Secondary School at Exit	(413) 596-4895		
	BAEZ, STEPHANIE	2/3/03	5/30/03		Attending Secondary School at Exit	(413) 297-6494		
	BARKYOUNB, STEVEN	7/7/00	9/15/03		Entered Advanced Training	(413) 562-3072		
	BERMUDEZ, LUIS	7/8/02	9/5/03		Attending Secondary School at Exit	(413) 478-7826		
	BEVAN, CAITLIN	7/1/00	5/30/03		Attending Secondary School at Exit	(413) 552-3948		
	BINGLE, KEVIN	7/8/02	7/18/03	6/30/03	Unsubsidized Employment	(413) 562-1309		
	BOLES, BRIAN	7/1/01	5/23/03		Attending Secondary School at Exit	(413) 536-7429		
	BONET, DAVID	7/8/02	3/26/03		Attending Secondary School at Exit	(413) 536-0743		
	BONILLA, MARIA	7/8/02	5/30/03		Entered Post-Secondary Education	(413) 493-3947		
	CABALLERO, OSCAR	7/8/02	7/16/03		Attending Secondary School at Exit	(413) 533-2825		
	CAMPBELL, KYLE	7/7/00	5/30/03		Entered Post-Secondary Education	(413) 536-1303		
	CARMICHAEL, KELLY	7/4/02	6/1/03		Attending Secondary School at Exit	(413) 562-3909		
	CIRINO, SASHA	7/5/01	9/17/03	5/1/03	Unsubsidized Employment	(413) 552-3262		
	CORIANO, ANGEL	7/7/00	5/23/03		Attending Secondary School at Exit	(413) 493-1493		
	CORNIER, RAFAEL	7/1/01	5/9/03		Attending Secondary School at Exit	(413) 594-9234		
	DAVILA, RUTH	7/7/00	5/9/03		Entered Post-Secondary Education	(413) 534-4380		
	DEJESUS, FREDDY	7/7/00	5/30/03		Entered Post-Secondary Education	(413) 534-3491		
	DELGADO, WILLIAM	3/20/03	6/26/03		Attending Secondary School at Exit	(413) 539-9656		
	DOYLE, MATTHEW	7/8/02	6/27/03		Attending Secondary School at Exit	(413) 592-5670		
	FORGEY, JENNIFER	7/7/00	6/1/03		Entered Advanced Training	(413) 562-1584		
	GARCIA, CINDY	7/7/00	5/30/03		Entered Post-Secondary Education	(413) 536-5698		
	GARCIA, YARITZA	7/7/00	5/23/03		Attending Secondary School at Exit	(413) 493-6906		
	GERENA, JESSENIA	2/3/03	6/30/03		Attending Secondary School at Exit	(413) 532-7599		
	GILMORE, FRED	7/7/00	9/15/03		Entered Advanced Training	(413) 562-3822		
	GIRALDO, JONATHAN	7/7/00	5/30/03		Attending Secondary School at Exit	(413) 538-8486		
	GOLDEN, JESSICA	7/7/00	5/9/03		Attending Secondary School at Exit	(413) 567-8742		
	GONZALEZ, IVETTE	2/3/03	5/30/03		Attending Secondary School at Exit	(413) 536-7509		
	GREENE, SCOTT	7/7/00	5/30/03	5/30/03	Unsubsidized Employment	(413) 592-5197		
	HORNE, DANIEL	7/7/00	5/30/03		Entered Post-Secondary Education	(413) 536-7424		
	LITTLE, JAMMIE	7/7/00	5/9/03		Attending Secondary School at Exit	(413) 532-1722		
	MACHADO, JONATHAN	7/8/02	10/1/02		Attending Secondary School at Exit	(413) 538-6290		
	MARTINEZ, NICOLUS	7/8/02	6/23/03		Attending Secondary School at Exit	(413) 534-1116		
	MATHES, DAVID	7/8/02	10/1/02		Attending Secondary School at Exit	(413) 538-8698		
	MATTOS, XAVIER	7/1/01	9/5/03		Attending Secondary School at Exit	(413) 536-1062		
	MONGEAU, MICHAEL	7/8/02	6/30/03		Attending Secondary School at Exit	(413) 532-6781		
	MONTANEZ, VICTOR	7/7/00	5/30/03		Attending Secondary School at Exit	(413) 596-4895		
	NEVES, AMANDIO	7/7/00	5/30/03		Entered Post-Secondary Education	(413) 532-2432		
	NIEVES, JONATHAN	7/7/00	9/15/03		Entered Post-Secondary Education	(413) 592-5241		

INFORMATION EXCHANGE

**WIA GRANT
RECIPIENT/
WIB**

Performance
Standards



Participant
Information



Exiter/Outcome
Information



Follow-Up
Information



**YOUTH
VENDORS**

INFORMATION EXCHANGE

➤ Follow-Up on Exiters

- Monthly Follow-Up
- Monthly Retention

HCETC MIS DEPARTMENT - MOSES SYSTEM**EXITED YOUTH FOLLOW-UP FORM****BASIC INFORMATION**

Youth Vendor												
Staff Name:												
Date Completed:												
Participant Name:												
Participant SSN#:												
Date of Exit:												

STEP 1 : FOLLOW UP CONTACT**MONTH AFTER EXIT (CHECK ONE)**

ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE	TEN	ELEVEN	TWELVE

CONTACT NOTES:

RETENTION

A RETENTION HAS TO BE RECORDED FOR EACH EXITED YOUTH , **EXCEPT** THOSE WITH AN OUTCOME OF "ATTENDING SECONDARY SCHOOL AT EXIT".

STEP 2: OUTCOME AT EXIT (CHECK ONE)

- ☐ ENTERED POST SECONDARY EDUCATION
- ☐ ENTERED ADVANCED TRAINING
- ☐ ENTERED MILITARY SERVICE
- ☐ ENTERED QUALIFIED APPRENTICESHIP
- ☐ ENTERED UNSUBSIDIZED EMPLOYMENT
- ☐ OTHER _____

STEP 3: RETENTION STATUS(CHECK ONE)

- ☐ RETAINED (IF YOUTH IS IN SAME ACTIVITY AS ABOVE)
- ☐ RETAINED IN POST SECONDARY EDUCATION (IF YOUTH IS RETAINED , BUT IN A DIFFERENT ACTIVITY)
- ☐ RETAINED IN ADVANCED TRAINING (IF YOUTH IS RETAINED , BUT IN A DIFFERENT ACTIVITY)
- ☐ RETAINED IN MILITARY SERVICE (IF YOUTH IS RETAINED , BUT IN A DIFFERENT ACTIVITY)
- ☐ RETAINED IN QUALIFIED APPRENTICESHIP (IF YOUTH IS RETAINED , BUT IN A DIFFERENT ACTIVITY)
- ☐ RETAINED IN UNSUBSIDIZED EMPLOYMENT (IF YOUTH IS RETAINED , BUT IN A DIFFERENT ACTIVITY)
- ☐ NOT RETAINED

INFORMATION EXCHANGE

**WIA GRANT
RECIPIENT/
WIB**

Performance
Standards



Participant
Information



Exiter/Outcome
Information



Follow-Up
Information



Performance
Review



**YOUTH
VENDORS**

PERFORMANCE REVIEW

- Held Monthly with WIB and Each Vendor
 - Review performance level against each measure
 - Identify trends and areas of concern
 - Develop action plan with each vendor to address needs

WIA TITLE I
Fiscal Year 2004
July 01, 2003 - November 12, 2003

<i>APP ICClient Name</i>	<i>Enroll Date</i>	<i>Exit Date</i>	<i>Exit Status</i>	<i>Attained Cred/Dip</i>	<i>Employer Name</i>	<i>Placement Wage</i>	<i>HRS/Week</i>
WIA Title I - Youth	80						
New England Farm Workers Council							
Younger Youth	25						
10,192,16 BRANTLEY, WILLIE	7/7/00	8/31/03	Attending HS				
10,188,92 BROWN, TONOA	7/7/00	8/31/03	Entered Emolvment	Attained Credential	New England Farm Workers Council	8.00	20
10,469,22 CASIANO, JONATHAN	7/7/03	7/31/03	Attending HS				
10,196,27 DUNCANSON, NICOLE	7/7/00	8/31/03	Entered Employment	Attained HS Diploma	New England Farm Workers Council	8.50	20
10,417,28 GILLERSON, SECRET	5/10/02	8/31/03	Entered Employment		Dinn Brothers	8.00	30
10,191,39 HENRY, DEONJHA	7/7/00	8/14/03	Adv Tra/Educ	Attained HS Diploma			
10,442,58 HINCH, TAKISHA	7/8/02	8/14/03	Adv Tra/Educ	Attained HS Diploma			
10,190,70 LOWE, WILLIAM	7/7/00	8/14/03	Adv Tra/Educ	Attained HS Diploma			
10,470,03 MARRERO, YARITZA	9/3/02	7/31/03	Other Exit	Attained Credential			
10,190,24 MEDINA, MADELINE	7/7/00	8/14/03	Adv Trg/Educ	Attained HS Diploma			
10,191,64 MENDOZA, GLORIA	7/7/00	7/1/03	Entered Employment	Attained HS Diploma	McDonald's	7.00	25
10,201,59 MITCHELL, DANIELLE	7/7/00	8/14/03	Adv Tra/Educ	Attained HS Diploma			
10,519,07 NUNEZ, ELIZABETH	1/22/03	9/30/03	Attending HS				
10,190,22 PEREZ, STEPHANIE	7/1/00	8/14/03	Adv Tra/Educ	Attained HS Diploma			
10,192,13 PEREZ, STEVEN	7/7/00	8/31/03	Entered Employment		Willbraham Common Apts.	7.00	40
10,191,43 PHILLIPS, SHAVON	7/7/00	8/14/03	Adv Trg/Educ	Attained HS Diploma			
10,189,30 RAMOS, NAZZRIA	7/7/00	8/14/03	Adv Trg/Educ	Attained HS Diploma			
10,194,60 ROSADO, LAWRENCE	7/7/00	8/31/03	Entered Emolvment				
10,415,68 SAVAGE, MARC	2/21/02	9/30/03	Exclusion Exit				
10,314,18 TORRES, NICOLE	7/1/01	7/31/03	Adv Tra/Educ	Attained HS Diploma			
10,201,86 VANN, JOSEPH	7/7/00	8/14/03	Adv Trg/Educ	Attained HS Diploma			
10,201,60 VILLANUEVA, MANUEL	7/7/00	8/31/03	Attending HS				
10,195,48 WATTS, ALISHA	7/7/00	8/14/03	Adv Trg/Educ	Attained HS Diploma			
10,189,21 WILSON, KRYSTAL	7/1/00	8/14/03	Adv Tra/Educ	Attained HS Diploma			